

18 OCT 1972

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Office of Security Space in  
Headquarters Building

REFERENCE : Memo to Executive Director-Comptroller  
from Chairman, Fine Arts Commission,  
dtd 23 Aug 72; subject: Reception Rooms

1. This memorandum is for your information and contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. Paragraph 1(a) of Reference (Tab A) requests a response to the following question, "Apart from how the North Main (Security) Reception Center might be otherwise used, would it be possible to work out arrangements to utilize the Main Reception area to handle Security reception?" In response to this question, we wish to say that due to the inability to recruit a receptionist to replace one who recently retired, the Security reception is presently being handled from the Main Reception Room. We, however, do not feel that this is the proper manner to handle those personnel who, in the majority of instances, are awaiting polygraph tests. When the Headquarters Building was constructed, the entire polygraph area (including this reception room) was configured with the express purpose of providing a separate waiting room for those personnel awaiting interrogation where they would not be subject to scrutiny of other visitors

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or any unbadged personnel desiring access to the building. It was felt that this private waiting room would create an atmosphere more conducive to obtaining the best interrogation analysis possible. It is therefore deemed highly desirable to process all personnel to be interrogated through a separate reception room which we hope to be reactivated as soon as a receptionist can be entered on duty. In addition, the Security reception room is merely a wide place in a corridor contiguous to our other assigned offices which would be, we believe, quite unsuitable for working space.

3. In regard to the reception rooms mentioned in paragraph 1(b) and 1(c), we contemplate making certain internal moves within existing assigned space to improve overall office efficiency if approved by you. These moves and the rationale therefore are as follows: The Executive and Planning Division of our Executive Staff was relocated (due to insufficient space in the Headquarters Building) to the Magazine Building almost three years ago and was again relocated to the Chamber of Commerce Building in 1971. This relocation was necessitated by the fact that there was insufficient space to accommodate both components of the Executive Staff (Executive Planning Division [EPD] and the Special Security Center [SSC]). It was therefore decided at that time to retain the SSC in the Headquarters Building in lieu of the EPD, due to the highly sensitive activities of this component as well as its direct relationship and liaison with executive and operational components within the Agency Headquarters Building. As a result of several years of experience with EPD being physically separated from the Executive Staff (its parent supervisory organization located in the Headquarters Building) and to reduce to a limited degree daily commuting between buildings, we found it necessary to internally improvise our space requirements and maintain working desk space for EPD in the Headquarters Building to partially improve the quality and timeliness of reporting in meeting higher management demands. Utilization of improvised assigned space, however, has caused considerable inconvenience to others although our responsiveness to satisfy reporting requirements has greatly improved.

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4. With the recent elimination of all personnel involved in the preparation of Office of Security History (formerly quartered in the space assigned EPD), and reduction of staff personnel in the SSC, we now feel that we can rearrange our space in the Headquarters Building to accommodate EPD. In addition, due to the assumption of Top Secret Control functions (which we believe should be essentially located in the Headquarters Building), we have been planning to readjust the use of our overall assigned Headquarters space to better advantage. Readjustment, of course, is contingent upon the Office of Security's continuing to utilize the two assigned former receptionist rooms (located in the Southwest Section of the [REDACTED] and Northeast ground [REDACTED] both of which were deactivated as a result of a reduction in staff receptionist positions and which we do not intend to reactivate as such in the foreseeable future.

5. It is therefore recommended that the Office of Security be authorized to utilize its existing assigned space (which includes the Security reception room and the two vacant receptionist rooms in the Main Building, 512 square feet) and, in turn, release 1,120 square feet of prime office space on the sixth floor of the Chamber of Commerce Building for other needs of the Agency. (See Tab B - OS Proposed Move Plan.)

STATINTL

[REDACTED]  
Acting Director of Security

Attachments (2)

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SUBJECT: Office of Security Space in Headquarters Building

CONCURRENCE:

15/  
\_\_\_\_\_  
John F. Blake  
Director of Logistics  
\_\_\_\_\_  
Date

\_\_\_\_\_  
John W. Coffey  
Deputy Director  
for Support  
\_\_\_\_\_  
Date

The recommendation in paragraph 5 is approved.

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W. E. Colby  
Executive Director-Comptroller  
\_\_\_\_\_  
Date

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STATINTL

OS/A&TS [REDACTED] jw (27Sept72) retyped:sb (3Oct72)